

CANDIDATE INFORMATION BOOKLET

## (Please Read Carefully)

**Panel for**

**MACHINERY YARD**

**FITTER MECHANIC**

***Closing Date : 4:00 p.m. Thursday, 2nd October, 2025***

**General Information**

The Local Government sector in Ireland is made up of 31 Local Authorities and 3 Regional Assemblies. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. These services generally include housing; transportation; planning; infrastructure; environmental protection; recreation and amenity provision and community development. Local Authorities also play a key role in supporting economic development and enterprise promotion at local level.

Waterford City and County Council (Comhairle Cathrach agus Contae Phort Láirge) is the authority responsible for local government in the City & County of Waterford, Ireland. The organisation came into operation on 1st June 2014 after that year's local elections, and is a merger of Waterford City Council and Waterford County Council. The mission of Waterford City & County Council is to make Waterford the best possible place for all its people and for those that wish to live, visit, work or invest here.

There are 32 Elected Members. The 2025 Revenue Budget of the Council is €194 million. At a strategic level, the Council operate through its Corporate Policy Group comprising of the Cathaoirleach of the Council and the Chairs of the local authority’s Strategic Policy Committees. The Chief Executive and the Council’s Management Team play a key role in supporting and advising this policy group. Day to day management of services takes place under the stewardship of the Chief Executive, four Directors of Service and a Head of Finance who collectively comprise the Senior Management Team.

**This competition presents an opportunity to gain employment with Waterford City & County Council in the role of Machinery Yard Fitter Mechanic. A panel will be formed from which positions as they arise in both Waterford City & County Council.**

This Candidate Information Booklet is intended to provide information on the post of **Machinery Yard Fitter Mechanic** and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Waterford City & County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Machinery Yard Fitter Mechanic**. Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

**ROLE & DUTIES OF THE POST**

**Introduction to Role:**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Fitter Mechanic. It is proposed to form a panel of qualified candidates from which any vacancies which arise will be filled during the lifetime of the panel. The successful candidate shall report to the Machinery Yard Fitter Foreman or other appropriate person as determined by the Council from time to time

**Duties**

A non-exhaustive list of duties is provided below:

• The person employed will be required to carry out all the duties allotted to him/her by the Machinery Yard Engineer / Fleet Manager / Machinery Yard Supervisor and Workshop Foreman , relative to the repair and maintenance of the equipment and premises and any other such duties.

* Initial deployment shall be to the Machinery Yard, Dungarvan, Co. Waterford but the Council may, at its absolute discretion, assign the successful applicant to such work base as may be required from time to time.
* The Machinery Yard in Dungarvan is a busy working environment responsible for maintaining a fleet of road works equipment (Pavers, Rollers, Bitumen Sprayers, Chip Spreaders, Milling equipment, Patchers, trucks, etc.), Winter Maintenance equipment (Salt Spreaders, ploughs, sweepers) as well as general fleet. The successful candidate must have the flexibility to work on a variety of machines and be willing to work on machines that are in regular contact with oil, bitumen or salt. The Council depends on the maintenance fitters to keep our machines working on a day to day basis and this can often involve working in difficult environments to get machines up and running in order to complete their tasks. A willingness to be hands on, proactive, self sufficient and flexible are essential attributes for this role.
* Such person will keep and furnish such records and reports relating to his/her duties as directed. He/she will operate such systems (including information technology) as are necessary to achieve maximum efficiency in the position. This will include the use of tablet/ phone based fleet management applications and computer based programs.
* Such person may be required to drive a van in the course of their duties.
* The post-holder will comply with requirements of Waterford City & County Council’s Corporate Safety Statement and the Machinery Yard Safety Statement, legislation/regulations as may be in force from time to time, including any such policies introduced by Waterford City & County Council.
* All new employees are expected to perform duties in accordance with established work practices of the County Council including those incorporated in agreement with the County Council and staff unions.
* The post-holder will operate any machinery, appliances, equipment and associated items as required including operating existing technology and any new technology that may be introduced in the future and be responsible for such items under his/her control.
* The post-holder will be required to undertake fitter duties both on and off site, including roadside breakdowns, as required;
* The post-holder will be required to implement and fully comply with the Safety Health and Welfare systems of Waterford City & County Council;
* The post-holder will be responsible for the safekeeping of all equipment in use during the course of their duty
* The post-holder will be required to inspect vehicles and plant, and related equipment, determine and carry out necessary maintenance work on vehicles and plant, including, welding, body repair and use of diagnostics equipment;
* The post-holder must carefully maintain records, on all maintenance and repair work performed, and fully adhere to any management system that is in place by Waterford City & County Council;
* The post-holder must attend at training courses as appropriate;
* The council may employ apprentices in the Machinery Yard. The apprentice may be assigned to any of the fitters/ mechanics in the workshop. Apprentices are employed in a structured training program and an important part of this is learning from experienced staff. The post holder will be expected to demonstrate repairs, mentor and supervise any apprentice or junior member of staff assigned to him/her.

**Qualifications:**

**Experience**

1. **CHARACTER**

Each candidate must be of good character.

1. **HEALTH**

Each candidate must be in good health and not suffering from any illness that would render him/her unsuitable or unable to hold the position.

1. **EDUCATION, TRAINING, EXPERIENCE, ETC:**

Candidates shall on the latest date for receipt of completed Application Forms for the post:

1. Have completed and passed all phases of a recognised apprenticeship in Diesel Mechanics or Construction Plant Fitter and possess documentary evidence in support of this such as a National Craft Certificate, QQI Certificate or equivalent. The successful candidate also will be required to undergo a Practical Test.
2. Possess a standard of education sufficient to enable him/her to keep with efficiency the books and records necessary for maintenance record keeping.
3. Ability to work independently, accurately and efficiently under challenging time constraints.
4. Possess adequate training and at least 3 years’ experience as a Fitter /Mechanic to enable the appointee to discharge efficiently the duties of employment.
5. HCV experience is essential including knowledge and experience in RSA requirements for maintaining, diagnosing and repairing of HCV and LCV’s for CVRT and vehicle maintenance and repair.
6. Have experience in the repair and maintenance of a wide range of vehicles including but not limited to

* Heavy and light plant.
* HCV and LCV vehicles.
* Diesel and petrol engines.

1. Have experience and a good working knowledge of modern vehicle systems including but not limited to

* Auto electrics, electronics and CAN bus systems.
* Adblue, EGR and other emissions systems.
* On board and third-party diagnostics.
* Hydraulics and pneumatics.

1. Be conversant with and have some experience in welding techniques such as MIG, ARC, brazing and soldering.
2. Be a competent driver and hold a current full Driving Licence in Category B without endorsement
3. Have manual handling training
4. Hold a current Safe Pass Card

(If you have not successfully completed a Manual Handling Course and Safe Pass Course, evidence of applying for same will have to be included with their application before the closing date)

1. Have a satisfactory knowledge of Health & Safety responsibilities.

Note : Please submit documentation of any relevant training or experience.

Each Candidate must furnish any relevant Certificates as to his/her training or qualifications, together with copies of Safe Pass Card and Driving Licence.

Applicants may be shortlisted using the information provided on their Application Form.

**Salary:**

Current Salary Scale: €796.52 - €917.38 (per week).

The salary shall be fully inclusive and shall be as determined from time to time. The employee shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her employment or in respect of services which he/she is required by or under any enactment to perform.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Local Government & Heritage. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point (€796.52 per week).

Remuneration is paid fortnightly directly to the employee’s nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and

Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are 39 hours per week. All posts will be offered on the basis of the candidate working whole time.

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# Probation:

Where a person who is not already a permanent employee of Waterford City & County Council is appointed, the following provisions shall apply:-

* + - * 1. there shall be a period after such appointment takes effect, during which such person shall hold office on probation;
        2. such period shall be one year but the Chief Executive may, at his or her discretion extend such a period;
        3. such a person shall cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

# Superannuation:

Superannuation contributions will be deducted in accordance with the relevant scheme.

**Retirement Age**

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

**Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

# Hours of Work:

# The normal working hours are 39 hours per week. In addition, the Machinery Yard Fitter Mechanic shall be available for overtime duties outside these hours as and when required. Overtime payment at the normal rate shall be made in such cases. All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Waterford City & County Council requires employees to record their hours using the CORE/TDS Clocking system.

# Annual Leave:

The annual leave entitlement for the grade is **24 days** per annum.

The Chief Executive of Waterford City & County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee’s annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

# Residence:

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

# Drivers Licence:

Waterford City & County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver’s licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Waterford City & County Council with the indemnity specified on the insurance certificate under the heading “Persons or classes of person who are covered”. Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

**Code of Conduct/Organisational Policies:**

Employees are to be required to adhere to all current and future Waterford City & County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council Intranet.

**Training:**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

**Location of assignment/appointment:**

Waterford City & County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

**Commencement**:

Waterford City & County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month(subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Waterford City & County Council shall not appoint them.

**Reporting Arrangements:**

Machinery Yard Fitter Mechanic will report directly to the appropriate supervisor in the Section or to any other employee of Waterford City & County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

**Health & Safety:**

Waterford City & County Council as an Employer is obliged to ensure, as far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Waterford City & County Council operates under OHSAS 18001 accreditation and will be seeking to adopt ISO 45001 in due course. All employees are required to cooperate with the implementation of any and all measures necessary to achieve same.

**The Application Process:**

Only fully completed application forms will be accepted. Please ensure that:

* Your application is made on the official application form only – CV’s should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
* You have fully completed all sections of the application form and included all relevant, detailed and accurate information. Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.
* You attach a copy of your educational certificates.
* You submit your application by email on or before 4:00p.m.

**Thursday, 2nd October, 2025.**

**Late applications will not be accepted.**

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Waterford City & County Council is satisfied that such person fulfils the requirements.

Waterford City & County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times. Waterford City & County Council accepts no responsibility for communication not accessed or received by the applicant.

**The Selection Process:**

Waterford City & County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

*Step 1: Initial Screening*

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

*Step 2: Shortlisting*

Each candidate’s application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

*Step 3: Interview*

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Waterford City & County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Waterford City & County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place successful candidates in order of merit on a panel from which vacancies as they arise will be filled.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, (if necessary) occupational health, verification of education qualifications, etc., have been carried out to the satisfaction of the Council.

**Key Competencies:**

Key competencies for the post of Machinery Yard Fitter Mechanic are given in the table below. Candidates will be expected to demonstrate sufficient evidence within their application form of their competence under each of these headings. Take particular note of the competencies listed below as any shortlisting or interview processes will be based on the information provided by the candidate in their completed application form.

|  |  |
| --- | --- |
| **Delivering Results**  (100 Marks) | * Plan and prioritise work and resources effectively. * Establish high quality service and customer care standards. * Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. |
| **Personal Effectiveness**  (100 Marks) | * Take initiative and be open to taking on new challenges or responsibilities. * Manage time and workload effectively. * Maintain a positive, constructive and enthusiastic attitude to their role. |
| **Communications**  (100 Marks) | * Have effective verbal and written Communication Skills * Works well as part of a team |
| **Relevant Knowledge**  **& Experience**  (200 Marks) | * Possesses the required technical skills and experience for the post * Has a clear understanding of the role of a Machinery Yard Fitter Mechanic * Displays a knowledge of the structure and functions of local government. * Possesses a knowledge and understanding of Health & Safety legislation. |

**Feedback:**

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel and details of marks will be made available.

**Deeming of candidature to be withdrawn**:

Candidates who do not attend for interview or other test when and where required by the Waterford City & County Council, or who do not, when requested, furnish such evidence as required by Waterford City & County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

**References**:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Waterford City & County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

**Citizenship**

Candidates must, by the date of any job offer, be:

* A citizen of the European Economic Area (EEA). The EEA consists of

the Member States of the European Union, Iceland, Liechtenstein

and Norway; or

* A citizen of the United Kingdom (UK); or
* A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
* A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss

citizen and has a stamp 4 visa; or

* A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
* A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

**Verification of Educational Qualifications:**

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council\*, to the Human Resources department in order to verify their qualifications.

\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

**Pre-Employment Medical:**

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre- employment medical.

**Garda Vetting**:

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

**Canvassing:**

Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate’s favour, any member or employee of the Council or person nominated by the City & County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**Confidentiality:**

Waterford City & County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Waterford City & County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Waterford City & County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

**General Data Protection Regulation:**

Waterford City & County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts,1988 – 2018, (once enacted) and the General Data Protection Regulation.

**Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Waterford City & County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

**Sharing of Information**

As well as the recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a

position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

**Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Waterford City & County Council will not be able to progress your application form for the competition for which you are applying.

**Important Notice**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates